



## Parent Letter-Job Shadow Program

Dear Parents:

Oswego East High School is committed to providing our students with career exploration opportunities. Job Shadowing is an excellent opportunity for a student to spend a day observing and interviewing a worker on a job in a particular area that is of special interest to that student. We are sure you will agree students today are often unaware of the numerous career options available to them. A student, for example, may want to be an electrician, yet know very little about the job conditions, pay scale, schooling or apprenticeship training involved, or the long-range demand for the job. Shadowing gives students the opportunity to explore a job in depth to gain this information. This is an optional activity.

Your student will have the opportunity to spend one day exploring a career of his/her choice at a business site. She/he will be away from school without school supervision. Upon returning to school, she/he will turn in their Career Information form to Mrs. Allen in order to be excused for that day. A letter will be composed and mailed by your daughter/son to their shadowing host to thank them for this opportunity.

If you give your approval, please complete the attached form and return the copy to the school as soon as possible. Please be aware that your assistance is needed in getting the student to and from his/her shadowing site. The school will not provide transportation.

When a placement has been made, you will receive a copy of the employer placement sheet, which will explain where, when, and with whom your student is to shadow. If you have any questions or concerns, please contact me at the high school by telephoning 630-636-2230 or emailing Julie Allen at [jallen0114@oswego308.org](mailto:jallen0114@oswego308.org)

Julie Allen  
OEHS Counselor  
Job Shadow Coordinator

## Parental Permission Form – Job Shadowing

I give my permission for \_\_\_\_\_ to be out of school for one day observing at an on-the-job work location. I understand that on that day, I will be responsible for his/her transportation and that any schoolwork missed must be made up. I hereby agree to assume all responsibility for any physical accidents resulting from shadowing or traveling to and from the shadowing site and school without holding the sponsor or any school official responsible for any accident whatsoever.

Parent's printed name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (primary) \_\_\_\_\_ email: \_\_\_\_\_

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Would ***you*** permit a child to visit *you* for one day to observe your job? If so, please complete the form below.

Name:

\_\_\_\_\_

Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Job Shadowing Student Contract

I, \_\_\_\_\_, agree to complete the following responsibilities in connection with my job shadowing experience.

### Before Job Shadowing:

1. I will complete the Job Shadowing Student Application and have the Parent Permission Form signed. I will turn it in to Student Services by Tuesday, November 26, 2013
2. I will seek information about the job prior to job shadowing.  
I will maintain passing grades in all classes before and during job shadowing.
3. I will notify the Job Shadowing Coordinator, Ms. Allen, (in Student Services) of any problems or conflicting dates that would interfere with the scheduled job shadowing visit. (i.e. previously scheduled dental appointment, court date, etc.)

### During Job Shadowing:

1. I will do my best to represent my school and myself in a positive, courteous way.
2. I will observe what is necessary for the worker I shadowed to do his/her job.
3. I will ask the shadowing host to sign and date my Career Information Sheet.

### After Job Shadowing:

1. I will complete my Career Information Sheet and turn it in the following day to the attendance office in order to be excused from school for that day.
2. I will write a thank you letter to the host(s) I shadowed.

**I understand that failure to follow the expectations set forth in this contract will result in a disciplinary action.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

English Teacher's Name This Term: \_\_\_\_\_ Block #: \_\_\_\_\_

## Job Shadowing Student Application

Please **print**:

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

What career would you like to shadow? (BE SPECIFIC)

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Why? \_\_\_\_\_

What career or type of job do you see yourself having ten years from now?

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What courses have you taken that relate to your future plans?

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Additional information that would be helpful in the selection of an appropriate job shadowing placement for you.

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I have made arrangements to be placed with:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_